

CAIA Aging Rules Implementation

Do Not Pay Quick Reference Card

Getting Started

Overview of the CAIA Aging Rules

On August 31, 2023, the Common Approach to Identity Assurance (CAIA) Aging Rules were implemented to help support information security for the Do Not Pay (DNP) Portal. After 120 days of no login activity to the DNP Portal, the Aging Rules will deactivate the user, revoking DNP Portal access immediately. A users' last login date prior to implementation will be calculated as the first day of active usage.

Impacts to DNP Portal Users

The Aging Rules were implemented on August 31, 2023. Users who had not logged on since May 3, 2023 (120 days prior to the implementation), were deactivated.

Log in at least **once every 120 days** to keep your account active.

Reactivation Process

If a user is deactivated, a new DNP User Enrollment Form must be completed and signed by the Access Group Administrator (AGA) for the user to regain access to the DNP Portal. The process to reprovision access can take from 5-7 days. You must contact your Agency Lead or Specialist to begin the process of reprovisioning access.

FAQ's

What if my account is deactivated, but I still require access to the DNP Portal?

Any individual whose access is deactivated with the CAIA Aging Rules will need to be re-enrolled with a new user enrollment form. If your account is deactivated but you still require access, please contact your DNP Agency Lead and Specialist.

Will deactivation take place on a daily basis or monthly basis?

Daily. Users will be deactivated the next day after 120 days of inactivity.

Will a user be deactivated if they have never logged in to the DNP Portal?

No, the Aging Rules will only affect users after they have logged in to the DNP Portal for the first time.

Will there be any notification notifying users that they will be deactivated?

No, there will be no notification that a user is at risk for being deactivated due to inactivity. Users will see the screen below if they try to access the DNP Portal after being deactivated.

What should I do if I no longer need access to DNP?

You should send an email to donotpay@fiscal.treasury.gov and we will process a User Enrollment Form to delete your access to DNP.

Key Dates For CAIA Aging Rules Implementation

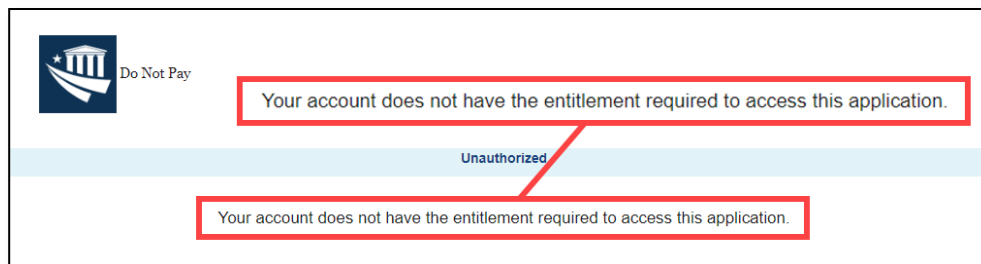
Release	Aging Rules
8/17/2023	Initial Aging Rules announcement email sent
8/28/2023	Reminder Aging Rules announcement email sent
8/31/2023	Aging Rules implemented for DNP Portal
9/01/2023	Confirmation Aging Rules announcement email sent

Support Resources

DNP Agency Support Center

Contact your DNP Agency Lead and Agency Specialist to learn more about the CAIA Aging Rules for the DNP Portal.

If you have questions, you may also contact the DNP Agency Support Center at **855-837-4391**, or by email at donotpay@fiscal.treasury.gov



Example DNP Portal login screen when a user is deactivated



Set a recurring reminder on your calendar to log in to the Portal every 90 –100 days to avoid Portal disruption after 120 days of no login activity.